

Istanbul Bilgi University
Procedures and Principles
on the
Education - Training and Examination
Precautions for the Disabled Students

Accepting authority, date, and number : *Academic Board 04.01.2018, 7 (2)*
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Annexes and amendments :
Annexes and amendment check :

Objective

ARTICLE 1 – The objective of these Procedures and Principles is to regulate the Procedures and Principles regarding taking the precautions for the fulfillment of the needs of the disabled students and the students in need of special support, enrolled in the associate degree, undergraduate, postgraduate or doctoral programs at Istanbul Bilgi University or receiving education in the international exchange programs for a certain period, for education and examinations.

Justification

ARTICLE 2- These Procedures and Principles have been prepared on the basis of the provisions of the Nr. 5378 Law on the Disabled Individuals, article 15, Paragraph 1, “*With no justification, can the receipt of education by the disabled individuals be prevented. Disabled persons are caused to benefit from the lifelong learning means on the basis of equality, in integrated ambiances in the environments where they live, without discrimination, by taking their specific conditions and differences into account;* the provisions of the Consultancy and Coordination Regulations for Disabled Persons in Higher Education Institutions, article 12, paragraph 1, subparagraph (ğ), “*Taking the precautions and making the arrangements required to be taken or made in line with the differences arising from the nature of the disability, accompanying individuals, material, venue, and period concerning the examinations of disabled students for ensuring that all the students are made subject to measurement and assessment in a fair and accurate manner and that equality of opportunity is assured, and rendering the education process meaningful also for the disabled students;*” and the provisions of the Istanbul Bilgi University Disabled Students Unit Working Directive, article 6, paragraph 1, subparagraph (k) “*Taking the precautions and making the arrangements required to be taken or made in line with the differences arising from the nature of the disability, accompanying individuals, material, venue, and period concerning the examinations of disabled students for ensuring that all the students are made subject to measurement and assessment in a fair and accurate manner and that equality of opportunity is assured, and rendering the education process meaningful also for the disabled students.*”

Definitions

ARTICLE 3- In this Procedures and Principles, following terms shall have the definitions given to them below:

- a) Disabled Students Unit: Istanbul Bilgi University Disabled Students Unit;
- b) Disabled Students or the Students in need of Special Support: Istanbul Bilgi University students who are disabled or who are in need of special support;
- c) Faculty, School of Higher Education, Institute Board of Directors: Faculties, Schools of Higher Education, and Institutes operating under Istanbul Bilgi University;
- ç) Academic Consultant: instructor providing consultancy to the disabled students or the students in need of special supports in academic issues;
- d) Disabled Student Superintendent: person authorized by the Faculty Dean's Offices, Schools of Higher Education, and Institute Directorates.

Precautions for and making decisions upon the execution of the training services and examinations

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ARTICLE 4- Pursuant to the subparagraph 5 of the paragraph (b) of the article 18 of the Nr. 2547 Higher Education Law, the authorization for “*Decisions for the acceptance of students, their course adaptation, and their removal as well as for the transactions on education-training and examinations*” belongs to the Boards of Directors of faculties, schools of higher education, and institutes.

Class and examination adaptation, support needs and demands of the student who makes an application with a valid report and petition or form to the Disabled Students Unit are forwarded to the Faculty Dean’s Office/School of Higher Education/Institute Directorate of the applicant student in line with his/her disability, together with the recommendations of the Disabled Student Unit, and assessed and resolved upon by the Boards of Directors.

In the resolution, needs for education and training in different courses and examinations must be taken into account. The resolution is notified to the respective student forthwith by the respective Faculty, School of Higher Education, and Institute. Information regarding the resolution notified in consideration of the disability type of the respective student and in line with the general procedures is also provided by the Disabled Student Unit via the most appropriate means such as telephone, e-mail...etc. to the student.

Dissemination of the resolution for the fulfillment of its requirements to the respective instructors and Planning Office is conducted by the Faculty Dean’s Office/School of Higher Education/Institute Directorate in which the student is enrolled.

The tasks of ensuring that the precautions stipulated in the resolution are taken in a timely manner and as required and providing the communication and coordination between the student, all the respective instructors, Planning Office, Secretariat General, Disabled Student Unit, and Faculty Dean’s Office/School of Higher Education/Institute Directorates are the responsibility of the ‘Disabled Student Superintendent or Academic Consultant authorized by the Faculty Dean’s Office, School of Higher Education, and Institute Directorate. He/she works in coordination with the Disabled Student Unit.

Precautions regarding the execution of training and education

ARTICLE 5- The students documenting their special support needs with a valid report are supported with special precautions in line with their disability and requirement conditions and in view of their education and training needs.

- a) The faculty member of the course of the Disabled student, resolved upon by the School of Higher Education or Institute Board of Directors, talks with/observes the student during the first three weeks of the academic term in which the student enrolls for the classes, and determines the precautions to be taken and his/her needs for the execution of the course.
- b) Information of the disabled students or the students in need of special support must be maintained as confidential by the Faculty, School of Higher Education, and Institute and instructors.
- c) The principle is to provide the means for the participation of the student in the classes.
- ç) Seating order in the classrooms is provided.
- d) In the classrooms with the students with the disability of hearing or sighting loss, they must sit in the front tiers and instructor must face them during lecturing.
- e) In the classes where it is possible, course notes and/or course presentations are provided to the student beforehand in an accessible format and they are supported.
- f) Additional period in the assignments can be granted.
- g) Possibility of following the lessons by computers can be granted.
- ğ) Possibility of recording the lessons can be granted.
- h) Accessible classroom designation must be conducted.
- ı) During lecturing /presentation of the classes, the needs of the disabled students or the students in need of special support who are present there must be taken into account.
- i) If there are students who are entirely unable to see within the classroom, the presentations and visuals must be conducted with voice explanations. Such students can attend the classes with computers.
- j) If the student so-demands in line with his/her disability group, a short and simplified language is used.
- k) Adaptation can be made in the projects and assignments charged to the disabled students or the students

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in need of special support in line with their disability state.

l) With the approval of the demands of the disabled students or the students in need of special support and their justifications by the Disabled Student Unit and respective Faculty Dean's Office and School of Higher Education and Institute Directorates, they can follow up the courses through evening classes or on-line education if available in the University.

m) To the disabled students or the students in need of special support with monetary hardships, educational tools can be continuously provided with the application of the Disabled Student Unit and approval of the Scholarship Committee.

Exemption

ARTICLE 6- For the courses that are not possible to be taken by the disabled students or the students in need of special support in view of their disability states, no exemption must be applied but an appropriate adaptation must be performed through the approval of the respective Faculty, School of Higher Education, Institute in line with the opinions of the academic consultant and the faculty member providing the classes. In the cases where no adaptation is possible, it is ensured that another equal course is taken with the same credits considering the content of the class (elective/required).

Precautions for the execution of the examinations

ARTICLE 7- The students who document their special support needs with a valid report are supported with special precautions in line with their disability and requirement conditions in the examinations.

a) In the distribution of the examination officers by the Planning Office, presence of a disabled student to be attending the examination must be taken into account.

b) Examination halls must be accessible.

c) Examination announcements must be made in consideration of the access of the disabled students or the students in need of special support.

ç) If needed in view of the state of disability, through the request of the student and approval of the Disabled Student Unit, examination must be held in a separate examination hall and with a separate invigilator/instructor/clerk.

d) Examination of the disabled student must be hold on the same day and at the same time as the planned main examination and in a place nearby the other halls where the examination is being conducted.

e) The invigilator (instructor/clerk) assigned to the examination hall of the disabled student must be from the department in charge of the respective course and they must be chosen among the people with the sufficient knowledge about the concepts and terminology of that course.

f) Additional period can be granted to the students in line with their state of disability in the examinations.

g) Ancillary paraphernalia (hearing aid, magnifier etc.) can be used in the student examinations in line with their state of disability.

ğ) Examination can be held by allowing the disabled students or the students in need of special supports to use a computer when necessary.

h) For the students with sight loss or inability to see entirely, examination papers in different formats (magnified font, voice file, etc.) are prepared in line with their needs.

ı) For the students for whom additional period is recommended by the Disabled Student Unit according to the type of their disability (muscle diseases, dyslexia, hearing difficulty, writing difficulty, attention deficit, writing difficulty), an additional period of maximum "half of the examination period" can be granted.

i) An appropriate system of adaptation, measurement, and assessment must be used in the verbal examinations for the speech disorders or hearing handicaps.

j) Disabled students or the students in need of special support can attend the examinations with the medical material, medicines, and food that they need.

k) If the student needs it during the examination in line with his/her type of disability, a brief period of break can be given by the examination officer on condition that he/she will return as accompanied by an officer.

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Making use of the services

ARTICLE 8- For making use of the services specified in these Procedures and Principles, disability and special support need must be documented in a valid report and personal application must be made to the Disabled Student Unit.

Enforcement

ARTICLE 9- These Procedures and Principles enter into force when accepted by the Academic Board (Istanbul Bilgi University Senate).

Execution

ARTICLE 10- The provisions of this Procedures and Principles are executed by the Istanbul Bilgi University Rector.